



St. Isaac Jogues

Catholic Church | 4301 S. Chickasaw Trail | Orlando, FL

PROCEDURES FOR ACTIVITIES, RETREATS AND SPECIAL MASSES

Name of Event: _____

Date of Event(s): _____

Contact Person: _____

Telephone: _____

The following procedure is for planning special activities, Masses, missions, and retreats to help us plan events in an organized and consistent way.

For activities, meetings, missions, or retreats:

1. Make an appointment with Parish Secretary at least two months in advance to set a date for the activity and to meet with the Pastor for approval.
The invitation of guest speaker must come from the Parish for any event hosted by St. Isaac Jogues.
2. Upon the review of the activity and approval from the Pastor, the Director of Parish Life, will do a cost benefit and event analysis.
3. For the event promotion you are responsible to bring the following:
 - An art with information to go into the bulletin. Any other activity must be approved by the Church.
 - The group's coordinator will be responsible for preparing and distributing their own promotional material, tickets, etc., with prior approval of the Church, and it is not permitted to put on Parish property.
4. The information will be forwarded to the Liturgy Secretary for pulpit announcement.
 - The coordinator is responsible to prepare a short advertisement message. (In case that your event requires people to speak during the masses you must provide a list of names of who will be speaking and a copy of what they will be saying.)

Important: As ORGANIZER, it is YOUR responsibility to make sure that the room and/or space assigned is completely clean and organized after your event is done.